

CHAPTER 14

PAYROLL-RELATED ACTIVITIES

TABLE OF CONTENTS

Handbook Circular - Foreign National Personal Service Contractors Payrolled
by State Department's RAMCs

- 14A. AID/W Distribution of Salary Checks, Other Treasury Checks, and Savings Bonds
 - 1. General
 - 2. Salary Checks
 - 3. Other Treasury Checks
 - 4. Savings Bonds
- 14B. Employee Accountability Clearance for Separation/Transfer
 - 1. General
 - 2. Responsibility of the Employee
 - 3. Responsibility of the Placement Officer
 - 4. Responsibility of Project Officer
 - 5. Preparation of Form AID 7-47A
 - 6. Mission Employees (**U.S. Citizens**) Being Separated
 - 7. Mission Employees (**Foreign Nationals**) Being Separated
 - 8. Within-Service Transfers or Actions
- 14C. Advance Payments for Temporary Lodging and Living Quarters Allowances
 - 1. General
 - 2. Conditions and Limitations
 - 3. Processing Applications
 - 4. Accounting for Advances
 - 5. Recovery of Advances
- 14D. Payments for Home Service Transfer Allowance and Foreign Transfer Allowance
 - 1. Purpose
 - 2. Proposed System and Procedures
- 14E. Advance of Pay for Overseas Assignment
 - 1. Purpose
 - 2. Authority

3. Definitions
 4. General Procedures
 5. Collecting Advance of Pay
 6. Discrepancies in Advance of Pay Accounts
 7. Collecting Advance Pay Under Default
- 14F. Relocation Income Tax (**RIT**) Allowance
- Attachment 14A - Request for Mailing Salary Check(s), Form AID 7-222
- Attachment 14B - Return of Undeliverable Check(s), Form AID 7-232
- Attachment 14C - Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization, Form SF 1189
- Attachment 14D - Employee Accountability Clearance for Separation/Transfer, Form AID 7-47A
- Attachment 14E - Request for Advance Payment of Temporary Lodging or Living Quarters Allowance
- Attachment 14F - Application for Advance of Allowances
- Attachment 14G - Foreign Allowances Application, Grant, and Report, Standard Form 1190
- Attachment 14H - Procedure for Effecting Salary Payments to Local Employees in Cash
- Attachment 14I - Application for Advance of Pay - for Overseas Assignment

HANDBOOK CIRCULAR 19
Chapter 14

Subject: Foreign National Personal Service Contractors Payrolled by State Department's RAMCs

Purpose

Payment to a Foreign National Personal Service Contractor (**FNPSC**) may be processed in one of two ways. The FNPSC can be paid either by the AID accounting station or be payrolled by the Regional Administrative Management Center (**RAMC**) of the Department of State. This circular prescribes AID's basic policy when payrolling is handled by the RAMCs. Regulations for payment by accounting station are in AID Handbook 13.

Nonapplicable Payroll Procedures

4 FAM 500 - Payroll, Time and Attendance, and Leave Accounting of State Foreign Affairs Manual does not apply to AID. AID has separate regulations on payroll operations for American and Foreign National direct-hire employees and Personal Service Contractors.

General

1. For purposes of this Handbook Circular, a Personal Service Contract (**PSC**) is a contract with a foreign national that is used to secure the individual's services for certain work of a continuing nature as well as for temporary or intermittent services. Such contract may be extended from time to time, but none may extend beyond five years.
2. The Foreign Assistance Act of 1961, as amended, provides that PSC employees of AID shall not be regarded as employees of the U.S. Government for the purpose of any law administered by the Office of Personnel Management.
3. To the extent that an AID mission has been delegated contracting authority, PSCs may be executed without prior Washington approval.
4. The cost for the payrolling of FNPSCs is covered in the FAAS agreement with State.

Method of Payment

1. The payrolling of the FNPSC by the RAMCs will be based on the July 1980 formal agreement between AID and State which covered the transfer of the Foreign Service National payroll function to State. Each mission will contact the respective RAMC concerning this service and the procedures to be followed.
2. In accordance with that agreement, RAMC will perform the payrolling function only if the terms of the FNPSC conform to the direct-hire local or Third Country National Compensation plan, if any established for the post and as stated in 3 FAM 900 of the Foreign Affairs Manual. In addition to basic compensation, local pay plans normally provide benefits that include, among others, annual and sick leave, premium pay, severance pay, and bonus payments.
3. FNPSC of the Agency are excluded from participating in the Civil Service Retirement and Disability System and the Incentive Awards Program.
4. The contract of the FNPSC will be the basis for the initiation of pay by

the RAMCs. State personnel action forms (**DS-1032**) are not to be used for payrolling FNPSC.

5. Contract amendments will be provided the RAMC for any change in pay or benefit for any FNPSC.

CHAPTER 14

PAYROLL-RELATED ACTIVITIES

14A. AID/W Distribution of Salary Checks, Other Treasury Checks, and Savings Bonds

1. General

a. This chapter establishes the AID responsibilities of (1) employees who have been designated to act as Principal Agent, and Alternate, to the Treasury Department Regional Disbursing Officer for the purpose of receiving and distributing Treasury checks; and (2) other employees who are responsible to the designated agent in connection with the receipt and distribution of Treasury checks for their respective organizations.

b. Certain Agency employees may receive and distribute Treasury checks when they have been recommended by the Chief, Central Accounting Division (**FM/CAD**), and are designated to act as Principal or as Alternate by the Treasury Department Regional Disbursing Officer. Based on this recommendation the Regional Disbursing Officer delegates authority to act as agent to the employee named as Principal, and as Alternate to the other employee named. The employees so designated are to fulfill the requirements of their duties and the specific instructions covering these duties issued by the Treasury Department. Employees who have been designated as Principal and Alternate are located in the Central Accounts Division, FM/CAD.

c. This chapter provides the procedures to be uniformly followed throughout AID/W in the receipt, safeguarding, personal delivery, mailing, and return of checks issued by the Department of the Treasury or AID employees' salaries, travel advances, and travel reimbursements. It also covers Treasury checks issued to foreign nationals in the AID Participant Training Program in payments for per diem, regular and advance maintenance, book and training equipment allowances, and other training expenses.

d. This chapter also provides for the mailing of saving bonds as a matter of AID policy.

e. These procedures are consistent with basic internal control requirements applicable to Federal Government agencies which provide that the handling and distribution of checks are to be separated from the authorizing and recording of the payments, that checks are to be handled as few times and by as few people as possible and that reasonable safeguards are maintained to prevent loss or unauthorized disposition of checks. SER/FM makes periodic spot checks to ensure compliance with these internal control requirements.

2. Salary Checks

a. Safeguarding

Checks are to be adequately safeguarded while in the custody of the designated agent and other employees authorized to pick up and distribute checks in their organization. They will not be left exposed at an unattended desk, and will be secured in a safe during overnight storage or when the office is otherwise vacated. Checks will be released only to authorized personnel and in authorized manners.

b. Obtaining and Preparing Checks for Distribution

(1) Obtaining and Preparing Checks for Distribution

Checks are picked up at the Department of the Treasury only by those employees designated by the Chief, FM/CAD, and whose signature cards are on file with the Department of the Treasury.

(2) Assistance in Preparation

The Chief, FM/CAD, provides personnel to the extent considered necessary by the designated agent to assist in the preparation of checks for distribution.

(3) Verifying Checks

A copy of the check issue list for each pay period is provided to the designated agent. This list shows: employee number, employee name and amount of each check, and follows the grouping (by organization code) of the corresponding pay accounts appearing on the related payroll. The checks are verified by comparing the payee's name and amount shown on the first and last check for each different organization number with the payee's name and amount of check for the first and last check for each corresponding organization group shown on the check issue list.

(4) Assembling Checks

Checks are separated into groups by organization number. Individual checks or small group of checks are not pulled from sequence and combined with checks for a different organization number, or retained by the designated agent to be pick up by individual employees. Checks to be withheld from employees are withdrawn from the regular group and retained by the designated agent per notice received from the Employee Services Division each pay period.

c. Distributing Checks to Organizational Units

(1) General Distribution

The appropriate official(s) of each organizational element of AID/W furnish written authorization to the designated agent naming the employee(s) authorized to pick up checks and make distribution to individual employees of their organization. The authorizing official complies with internal control requirements (14A1e) and does not name any employee(s) to distribute salary checks who is responsible for maintaining time and attendance reports for that unit. The designated agent maintains a current list of the names of these employees and their related organizational unit and releases checks only to employees for whom a written authorization has been received. The designated agent prepares receipts showing the inclusive check numbers for each organization each pay period. The authorized employee signs the receipt when picking up the checks and related documents for his/her organization from the designated agent. Authorized employees are responsible for distributing the checks to individual employees, and for maintaining controls to ensure delivery to the proper payees. Any checks erroneously received must be returned immediately to the designated agent in FM/CAD.

(2) Personal Delivery of Checks

(a) Authorized employees should deliver checks to individual employees immediately after they are received from the designated agent. Checks are to be delivered only to the employee to whom issued. All checks not personally delivered by the distribution

clerk must be returned to the designated agent in FM/CAD for mailing as outlined in Section 14A2c(3), or other disposition as outlined in Section 14A2d(1).

(b) Employees who expect to be absent (**e.g., leave, temporary duty**) on payday and want the salary check mailed to home or bank must furnish the employee who distributes checks for the organization with a completed form AID 7-222, Request for Mailing Salary Check(s), in duplicate. (**See Attachment 14A.**) The original of the form AID 7-222 is signed by the employee and retained for record purposes by the check distribution clerk; the duplicate and the check are forwarded to the designated agent for mailing. Checks for absent employees not covered by a completed form AID 7-222 are to be returned to the designated agent, as outlined in Section 14A2d(1).

(3) Mailing of Salary Checks

(a) Policy

It is AID policy to encourage employees to arrange for salary deposit or allotment direct to banks or financial institutions by the Treasury Department. These arrangements are advantageous to the employee because they minimize the chances of loss or theft and expedite availability of salary for use, and they reduce the Government's administrative costs of salary payments.

(b) To Absent Employees

Only the designated agent in FM/CAD is authorized to mail checks for absent employees. The designated agent mails checks based on completed form AID 7-222. The duplicate copy of form AID 7-222 is mailed to the addressee with the check.

(c) To Banks or Financial Institutions

1. An employee who wants to have his/her salary check(s) mailed to a bank or financial institution must furnish a properly executed Request by Employee for Payment of Salaries or Wages or Credit to Account at a Financial Organization, Standard Form 1189 (Attachment 14C), to the bank or financial institution and notify the person who distributes checks for the organization of this action. The SF 1189 is obtained from the employee's Administrative Officer, or from the bank or financial institution. The executed SF 1189 is forwarded to the Employee Services Division, Central Payroll Branch (**FM/ESD/CPB**).

2. An employee may also request allotment of all or part of salary or wages by executing a Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization, Standard Form 1198, which is forwarded to FM/ESD/CPB.

3. Checks for employees who have executed a Standard Form 1189 or 1198 are mailed by the Department of the Treasury direct to the financial institution.

(d) To Employees Separating from the Agency

An employee separating from AID should complete form AID 7-222, Request for Mailing Salary Check(s), to show the address to which the final salary check is to be mailed, and to submit the form to the authorized employee who distributes checks for the organization for mailing of the check(s). The check(s) are mailed

by the designated agent.

(e) Use of Window Envelopes

All checks must be mailed in window envelopes bearing the return address of the Division of Disbursement, Department of Treasury, Washington, D.C. 20013. A form AID 7-222 is enclosed with the check so that the payee's (**or bank**) name and address on the form appears in the window of the envelope.

(4) Delivery of Checks to Employees on Detail

(a) If the employee is temporarily detailed to another AID office - and the issuance of a form AID 4-520 Notification of Personnel Action, is **not** involved - the employee's check is delivered to the organization to which he/she is officially assigned and may be picked up by the employee in the regular manner. If a form AID 4-520 is issued the employee's check is delivered (**with the regular group of checks**) according to the organization number shown on that form.

(b) Employee Detailed to Another Agency

If the employee is detailed to another agency and a form AID 4-520 has been issued, the employee's check is delivered with the regular group for the AID organization or he/she may request to have it mailed to his/her home address or bank in accordance with the provisions contained herein.

d. Return of Checks

(1) By Organizational Units

Within 3 days after receipt by the employee authorized to make distribution, checks which are undeliverable must be returned to the designated agent for safekeeping or other disposition. Such checks must be listed on form AID 7-232, Return of Undeliverable Checks, prepared in duplicate. See Attachment 14B. The authorized employee returning the check(s) must ensure that a satisfactory reason for nondelivery is shown for each returned check listed on the form. This also applies to checks for employees who are on leave. The original form AID 7-232, with the checks listed thereon, is forwarded to the designated agent; the copy is retained by the preparing office.

(2) By the Designated Agent

Checks which cannot or should not be delivered to individual payees within 10 days after receipt by the designated agent are required to be returned to the Department of Treasury for safekeeping, or other action. The designated agent returns check(s) to the Department of the Treasury for safekeeping, when due employee, using SF 1185, Schedule of Undeliverable Checks; for Credit to Government Accounts or for cancellation when not due employee, using SF 1098, Schedule of Canceled Checks. A copy of the Transmittal schedule used to return checks to the Department of the Treasury is furnished to FM/ESD. In those cases where the employee's check held for safekeeping by the Department of the Treasury can be delivered, the employee concerned notifies the designated agent of this fact, through regular channels, and the check is mailed to the employee by the Department of the Treasury.

(3) To the Treasury Disbursing Office

The Treasury Disbursing Office is required to notify the AID/W

designated agent of checks returned to the Disbursing Office because of address or other error in the check. The designated agent takes appropriate action to correct any such error so that the check can be delivered, or, if the proceeds of the check are not due the payee, schedule the check for cancellation on SF 1098.

e. Other Actions Affecting Checks

In all situations requiring action other than that for which procedures are provided herein, i.e., request for and/or removal of stop payment, the issue of substitutes for lost destroyed, mutilated, and defaced checks, etc., the employee concerned should notify FM/ESD, through regular channels, of the facts in each instance. Department of Treasury regulations are specific as to the forms to be used and the procedures to be followed in these situations. FS/ESD advises the employee of any action(s) he/she must take. The forms covering these actions are forwarded to the Department of the Treasury by the designated agent.

3. Other Treasury Checks

a. Checks for Travel Advances and Travel Reimbursement

(1) Obtaining Checks from the Department of the Treasury

These checks are picked up at the Department of the Treasury only by those employees designated by the Chief, FM/CAD, and whose signature cards are on file at Treasury.

(2) Safeguarding

The provisions of Section 14A2a, with respect to safeguarding salary checks, are equally applicable to these checks.

(3) Distribution of Checks

(a) Travel advance checks may be picked up by the payee from the designated agent in FM/CAD or they may be mailed to the employee. If the check is to be mailed, the employee must complete a form AID 7-222, Request for Mailing Salary Check(s), which is retained by the designated agent. Mailing of the check is accomplished in accordance with Section 14A2c(3).

(b) Travel reimbursement checks may also be picked up by the payee from the designated agent in FM/CAD or they may be mailed. When the check is to be mailed, the employee furnishes the forwarding address (home, bank, etc.) on the Travel Voucher. The employee's name and address is shown on the related SF 1166, Voucher and Schedule of Payments, and the check is mailed by the Department of the Treasury.

(4) Return of Checks

The provisions of Sections 14A2d and 14A2e concerning the return of checks to the Department of the Treasury, mailing of checks from the Department of the Treasury, and other actions affecting checks, are applicable also to checks for travel advances and reimbursement. Such checks which cannot or should not be delivered by the designated agent are returned to the Department of the Treasury Regional Disbursing Office within 10 days after receipt by the designated agent. SF 1185, Schedule of Undeliverable Checks, SF 1098, Schedule of Canceled Checks, or such other form as may be appropriate is used in returning checks to the Department of the Treasury.

b. Checks Issued to Participants

(1) Nature of Payments and Controls

(a) Foreign nationals in the AID-sponsored Participant Training Program receive regular payments (**or advance payments when necessary and appropriate**) for per diem; monthly maintenance; and authorized allowances for books, training equipment, and other necessary training expenses. All payments are made pursuant to payment authorizations, form AID 1380-76, Check Request for Participants, issued by SER/IT. Amounts due participants for monthly maintenance and other allowances are combined in one check to the maximum extent practicable.

(b) The basic internal control requirements, cited in Section 14A1e are that the handling and distribution of checks for participants will be organizationally separated from the authorization of payments. Hence, those Development Training Specialists (**DTS**) or other officials in SER/IT who are designated to receive and forward checks to participants or their contact representatives do not have final approval authority for payment authorizations, form AID 1380-76, Check Request for Participants, sent to SER/FM/PAD for scheduling of payments.

(2) Obtaining Checks From the Department of the Treasury

Checks are prepared and issued by the Department of the Treasury Disbursing Office, based on SF 1166/1167, Voucher and Schedule of Payments, prepared by SER/FM/PAD each month for regular payments, and otherwise as necessary for interim payments, due participants. The SF 1166/1167 listings are updated to provide current addresses for mailing checks to participants or to AID officials for forwarding to participants. The Department of the Treasury returns a copy of the SF 1166/1167 to SER/FM/PAD showing the check number for each check issued for participants.

(3) Safeguarding of Checks

The provisions of 14A1a with respect to safeguarding of salary checks are equally applicable to checks issued for participants.

(4) Distribution of Checks

(a) Most of the checks issued for participants are mailed by the Department of the Treasury direct to the participant or in care of the Development Training Specialist (**DTS**) or Student Advisor (**SA**) at the mailing address listed on the SF 1166/1167, Voucher and Schedule of Payments.

(b) For those participants whose mailing address is not fixed, the SF 1166/1167 lists a designated DTS or other officer at AID/W, SER/IT, as the addressee. Participant checks in sealed Department of the Treasury envelopes received by a DTS or other officer at SER/IT are forwarded promptly to participants. To ensure adequate accountability and control over participant checks AID/W, SER/IT, maintains a record showing check number, date, payee, and amount for all checks received and checks mailed to or personally picked up by participants.

(5) Return of Checks

Checks returned by the Postal Service as undeliverable or are determined to be in error or otherwise not due the participant must be returned to SER/FM/PAD within ten (**10**) days of receipt by the DTS.

SF 1185, Schedule of Canceled Checks, or such other forms as may be determined appropriate by FM/PAD and the designated agent are used in returning checks to the Department of the Treasury.

4. Savings Bonds

All savings bonds purchased by employees through the payroll deduction plan are delivered by mail by the Department of the Treasury. Employees having any questions or inquiries concerning these savings bonds should contact FM/ESD.

14B. Employee Accountability Clearance for Separation/Transfer

1. General

a. Scope and Application

This section outlines the procedures for fiscal and administrative accountability clearances to be followed by employees who are separating from AID or are transferring or rotating within AID. **These procedures are applicable to all AID/W and Mission employees, as defined in paragraph 1b, and to the extent possible to deceased employees.** The use of form AID 7-47A (8-77), Employee Accountability Clearance for Separation/Transfer, is prescribed as the basic document and record confirming that all required accountability clearances have been accomplished. The final salary payment for employees being separated from AID is released to the employee only when all Government funds, property, records, and papers issued or assigned to the employee have been accounted for, and any indebtedness to the U.S. Government has been liquidated. Employees being transferred to new duty stations, or returning for Home Leave, will be cleared in a manner similar to employees being separated from AID. AID contractors, consultants, and participating agency employees who have received AID files, records, and property are subject to these clearance provisions relative to the return of all accountable items upon completion of assignment. Sections 14B1 through 14B5 are basic instructions applicable to AID/W and to Missions; however, Sections 14B6 through 14B8 cover specifics relative to Mission and within-service transfer responsibilities and actions.

b. Definitions

(1) **Employee.** The term **employee**, for purposes of this chapter, refers to any individual employed by or under contract to AID who is assigned to AID in the United States or at a foreign post. Foreign Nationals employed at Missions, contractors, consultants, experts, and persons employed by other U.S. Government agencies (**participating agency employees**) but assigned to AID on either a reimbursable or nonreimbursable basis are in this category and therefore are subject to these requirements.

(2) **Accountable Property and Other Items.** Accountable property is nonexpendable property which includes, but is not limited to, such items as portable typewriters, brief cases, executive pen sets, and the like. Other accountable items include U.S. Government funds, documents such as official files and records, books and library materials, employee and dependent's passports, Transportation Requests (**GTRs**), identification cards, passes, etc.

2. Responsibility of the Employee

a. Return of Accountable Property and Other Items

An employee is accountable for and must return all nonexpendable Government property issued to that employee regardless of the value or

condition of the item. At AID/W all cards, passes, passports, and permits are to be returned to the appropriate responsible Office/Officer indicated below; at Missions these items are handled by the counterpart Office/Officer. However, AID identification cards and passports are to be retained by those Foreign Service employees clearing AID/W or Missions for transfer or rotation. Specifically, the following items must be returned and/or are subject to specific action to be taken by the employee and the applicable responsible office at AID/W or its counterpart at Missions in the clearance process:

| Item | Ultimate Responsible Office/Officer |
|--|-------------------------------------|
| (1) State/AID Identification Cards | AG/SEC |
| (2) Separation Statement (JF-3) | AG/SEC |
| (3) Top Secret, EXDIS, LIMDIS Documents | TS Control Office |
| (4) Accountable Property | SER/MO |
| (5) Official Parking Permit | SER/MO |
| (6) Emergency Relocation Pass and Manual | SER/MO |
| (7) Official Passport | SER/MO |
| (8) Dining Room Pass | SER/MO |
| (9) GTRs | Adm. Officer |
| (10) All Travel Vouchers Submitted | Adm. Officer |
| (11) Files, Records, and Other Documents | Adm. Officer |
| (12) Library Materials | State-LR/OPR |
| (13) All Travel Vouchers Processed | FM/ESD |
| (14) Voucher Exceptions | FM/ESD |
| (15) Advance of Funds (Travel, Allowances, etc.) | FM/ESD |
| (16) Collections Due/Revoke Certifications | FM/CAD |
| (17) Erroneous Payments | FM/ESD |
| (18) Overdrawn Leave | FM/ESD |
| (19) Medical Bills for Collection | FM/SSD |

b. Losses; Damage; Replacement

The employee must report the loss or damage of accountable items. When property, documents, or other material charged to an employee has been lost or damaged, the circumstances are to be reported in writing to and accountability relief obtained from the SER/PM Placement Officer and/or the Responsible Officer/Office indicated in 14B2a. The loss of

classified documents is to be reported in writing to AG/SEC. Library materials, such as books, periodicals, or publications charged to the employee are to be returned to the State Department Library (**LR/OPR**). If any materials are lost it is the employee's responsibility to replace the property to the satisfaction of the State Department Librarian.

c. Completion of Clearance Form AID 7-47A

The employee is responsible for satisfactorily completing before departure from duty station all items on form AID 7-47A, Employee Accountability Clearance For Separation/Transfer. As an integral part of this responsibility the employee visits the Placement Officer or Project Manager for the purpose of receiving clearance instructions and personally visits other offices to turn in/account for accountable items and to effect satisfactory completion of all items on form AID 7-47A. The administrative and fiscal clearances, the determination and resolution of items of indebtedness, and the certification, and signatures of the Placement Officer or Project Manager and the employee must be completed before this clearance form is presented to FM/ESD for review and approval of final salary payment. In order to avoid inordinate delays and to expedite the clearance process, employees are advised to take the initiative of personally walking clearances through the various offices.

3. Responsibility of the Placement Officer

The Placement Officer (**SER/PM; FSP or CSP as appropriate**) is responsible for coordinating the administrative actions associated with an employee's separation or transfer, including the termination of contracts with consultants and experts engaged by AID. For AID clearance purposes the officer will:

- a. Give advance written notice whenever feasible to the Office of Financial Management, Employee Service Division (**FM/ESD**), of an impending separation or transfer action so that FM/ESD can make advance preparations.
- b. Contact the employee well in advance of last date on duty, schedule a visit by the employee with the Placement Officer, and provide clear instructions on the employee's responsibilities as outlined in 2a, b, and c above.
- c. Initiate the preparation of form AID 7-47A and follow through to ensure that all the necessary clearance actions are completed prior to the employee's last day of duty.

4. Responsibility of Project Officer

The cognizant Project Manager in the AID/W unit or Mission which administers regular and personal services contracts and arrangements under PASAs is responsible for coordinating the administrative actions necessary to fulfilling these clearance requirements for contractors and PASA employees engaged by AID/W or Missions. Form AID 7-47A is to be completed to the extent applicable and processed as required herein to ensure that the clearance requirements are completed by the last day of duty and are a prerequisite to the final payment under the contract or agreement.

5. Preparation of Form AID 7-47A

For AID 7-47A (**8-77**), Employee Accountability Clearance For Separation/Transfer, is the basic clearance document and record for separations (including deaths) and within-service transfers, and its preparation and use is mandatory in all such actions. Earlier issues of

this form may not be used. Missions may use checklists if deemed necessary to supplement this form.

a. Employee

Primary responsibility rests with the employee for satisfactorily completing all clearance, certification, and signature items on form AID 7-47A, as detailed in Section 14B2.

b. Placement Officer or Project Manager

The Placement Officer or cognizant Project Manager, as applicable, initiates preparation of the form AID 7-47A and assists the employee in every way possible to complete the clearance process, as detailed in Sections B3 and B4 above.

c. Clearing Offices/Officers

The responsible Offices/Officers listed in Section 14B2a and on form AID 7-47A promptly take the necessary action(s) to effect the required administrative and fiscal clearances, to relieve the employee from accountability for accountable items and to determine indebtedness, if any, to the Government and the proper disposition thereof.

d. Certifications

The Placement Officer or Project Manager, as applicable, completes and signs the SER/PM Certification in Section E of form AID 7-47A after the clearances in Sections B, C, and D have been completed. Similarly, the employee completes the Employee Certification part of Section E and signs the form.

e. Review and Approval for Final Salary of other Payment

FM/ESD determines that all information has been entered correctly, all items cleared, indebtedness, if any, resolved, and completes and signs Section F of form AID 7-47A.

f. Disposition of Clearance Form

After processing, form AID 7-47A is filed in the employee's payroll folder in FM/ESD.

6. Mission Employees (U.S. Citizens) Being Separated

Generally, the procedures outlined in Sections 14B1 through 14B5 are followed for all separations of Mission employees.

a. Employees Returning to the United States

(1) Employees returning to AID/W for consultation prior to separation clear the Mission on all accountable items except the AID Identification Card, passports, and those documents necessary for official travel. Employees separating and going direct to U.S. residence clear the Mission on all accountable items and upon arrival at destination forward passports to SER/MO/TR and travel vouchers to SER/FM/ESD.

(2) Clearances should be given priority. **Clearance must be completed prior to employee's departure from post.** Prior to the departure of the employee from his/her foreign duty station, the employee's supervisor or the appropriate Administrative Officer initiates form AID 7-47A in ample time so that this clearance form can be processed and the employee's signatures obtained prior to

departure from post. If a more inclusive checklist is required for Mission purposes than is shown on form AID 7-47A, Missions are authorized to use a supplementary checklist and attach it to form AID 7-47A.

(3) It is the employee's responsibility to see to it that the completed form AID 7-47A reaches SER/FM/ESD. Final salary payment will not be approved until passport, AID Identification Card, travel voucher, and other pertinent fiscal and administrative items have been cleared.

b. Employees Separating at Post

(1) When an employee separates at post the employee's and family's diplomatic, official, or special passports and AID Identification Cards must be surrendered to the appropriate Mission official before departure from post. The employee may obtain necessary regular passports through the Mission to cover his/her temporary or indefinite stay abroad.

(2) All other instructions in 14B6, are applicable. SER/FM/ESD effects payment of final salary after receipt of completed form AID 7-47A indicating that all required clearances have been obtained and any indebtedness due the Government has been liquidated.

7. Mission Employees (Foreign Nationals) Being Separated

a. All employees in this category being separated are cleared in accordance with the procedures contained in this chapter. All parts of the form AID 7-47A are completed by the employee and the appropriate Mission officials, as required, prior to the separation date.

b. The Mission Controller or the official acting in that capacity is responsible for reviewing the form as to its completeness and for assuring that all necessary signatures have been obtained, and for execution on the certificate confirming that arrangements have been made to satisfy any indebtedness to the Government. The Mission Controller effects or arranges payment of the final salary after any indebtedness due the Government has been liquidated.

8. Within-Service Transfers or Actions

a. Employees Returning to the U.S. for Home Leave

(1) The clearance procedures prescribed in this chapter are to be instituted, all accountable items accounted for all indebtedness to the Government except home leave travel advances liquidated prior to the departure of an employee on home leave. This avoids the possibility of delay, confusion, and embarrassment in accounting for property, etc., by correspondence in case the employee should not return to post.

(2) In these cases the form AID 7-47A, is held at the Mission until the employee's actual status has been determined. If the employee returns to his/her old duty station, the form AID 7-47A is marked **Returned to Post** and filed in the employee's Mission personnel folder. If the employee is reassigned to another duty station, the employee's former Mission forwards the completed form AID 7-47A to AID/W, FM/ESD (**see 8b below**), and follows through on the collection of any indebtedness to the Government.

b. Employees Transferring From One Duty Station to Another Duty Station (Mission, Mission to AID/W, or AID/W to Mission)

Employees receiving orders to transfer from one duty station to another duty station are cleared in accordance with the procedures prescribed in this chapter, prior to the employee's departure from his/her old duty station. In these cases the form AID 7-47A is forwarded to AID/W, FM/ESD, where it is placed in the employee's payroll file.

14C. Advance Payments for Temporary Lodging and Living Quarters Allowances

1. General

a. Purpose

(1) It is the custom in many foreign countries for lessors to require advance payment of rents. This could create a financial hardship on those employees required to negotiate a private lease or to pay for temporary quarters in advance. In those instances where advance payment is required, AID has the authority to advance funds to the employee to assist him/her in meeting this financial responsibility.

(2) This section outlines the conditions and criteria under which advances may be made and the procedures for advancing, collecting, accounting for, and reporting the advance of funds.

b. Authority

Policy and procedures governing overseas allowances and differentials are set forth in 3 FAM 300, the Standardized Regulations, and are incorporated in AID Handbook 26, Position Classification, Pay and Allowances, Attachment 13A.

2. Conditions and Limitations

a. Advance Payment of Temporary Lodging Allowance

(1) May be made only where the lessor requires advance payment.

(2) May not exceed in amount: the actual amount or rent paid to the lessor; or the amount of temporary lodging allowance to which the employee would be entitled under the Standardized Regulations and which would accumulate to him/her over the time for which the advance payment was made, whichever is less.

(3) May not exceed in time: for a period not in excess of 3 months after first arrival at a new post of assignment in a foreign area or a period ending with the occupation of residence quarters, whichever is shorter; for a period of not more than 1 months immediately before final departure from the post after the necessary evacuation of residence quarters.

b. Advance Payment of Living Quarters Allowance

(1) May be made only in localities where local custom necessitates and the individual lessor requires advance payment of rent.

(2) May not be made for a period of less than 3 months or for more than 1 year unless specifically approved by the officer designated to authorize allowances.

(3) May not exceed in amount: the rate of the employee's living quarters allowance authorized under the Standardized Regulations for the period of time the advance payment of rent covers; or the total rent advanced to the lessor, whichever is less.

3. Processing Applications

a. Applying for an Advance

An employee eligible for advance payment of temporary lodging or quarters allowance, upon arrival at post, completes and signs in duplicate (**or such additional copies as the Mission may require for internal use**) the Request for Advance Payment - Temporary Lodging or Living Quarters Allowance (**Attachment 14E**) and submits it to the office in the Mission designated to act on such applications.

b. Approval

The approving official evaluates the propriety of the application, and if determined that it is consistent with the criteria in 14C2 and that the circumstances warrant making the advance, the approving officer signs in the space provided. If approval is not granted, all copies of the application are returned to the employee.

c. Distribution of Approved Requests

Approved requests are distributed as follows:

- (1) Original and such other copies as the Mission deems necessary to the Mission Controller's Office which will effect payment of the advance and any actions necessary for repayment of the advance.
- (2) Duplicate to the Mission approving office.

d. Effecting Payment

Payment of advances are made at the Mission in every instance based on approved Attachment 14E. Payment is made in local currency or, when required, in U.S. dollar instruments.

4. Accounting for Advances

a. Quarters Allowance Advance Ledger

(1) The Mission Controller Office, or other office acting in that capacity, is responsible for maintaining a general ledger control record entitled: Advances for Temporary Lodging and Living Quarters Allowances. A separate ledger sheet is maintained for each appropriation involved.

(2) Only disbursements and repayments of advances are recorded in the general ledger control record. The control ledger is supported by copies of the Request for Advance Payment of Temporary Lodging or Living Quarters Allowance. This record is subsidiary to the **Advance Ledger** and provides the detail, by employee, supporting the balance of Advances. The outstanding balances on the subsidiary records are reconciled with the Quarters Advance Ledger at least quarterly.

b. Reporting Advances

The balance of Advances outstanding at the end of the fiscal reporting period chargeable to appropriated funds, and the period's activity in the advance account is reported on the U-101 Report - Summary of Allotment Ledger Transactions and Reconciliation with Disbursing Officer's Accounts (**Report No. U-101**). Advances chargeable to Local Currency Accounts are reported in like manner on the U-106 Report.

5. Recovery of Advances

a. General

An advance payment of quarters allowance to an employee must be satisfactorily settled with AID. In this connection, to protect the employees, whenever possible, individual private leases between employees and local lessors should contain provisions for 30-day cancellation; refund of the remaining portion of the prepaid rent to the lessee in case of cancellation; the privilege of subletting or assigning to another employee, or other person, at the lessee's option; and payment of the rent in local currency.

b. Advances Charged to Dollar-Appropriated Funds

Since the advance is for the convenience of the employee and is in the nature of a loan which is used to acquire local currency, the advance is stated and accounted for in dollars, and the appropriation must be repaid in full. Accordingly, in the event an employee transfers or separates prior to the completion of the period for which the advance was made, he/she must repay, in dollars (**or dollar equivalent as of the date of repayment**), the full amount of the outstanding balance. (**See Section 113.4 of the Standardized Regulations for exceptions and waiver authority.**) Request for waivers in excess of \$500.00 must be submitted to AID/W.

c. Advances Made from Local Currency Accounts

Advances chargeable to Local Currency Accounts are accounted for in local currency and are repaid in the number of local currency units advanced. As dollars are not involved, except for ascertaining that the advance is within the dollar limitation of allowance at the time the advance is made, fluctuations in the rates of exchange will not affect the amount of the repayment. Routine repayments are based on the amount of the advance, divided by the payment periods which the advance is scheduled to cover.

d. Repayment and Liquidation

(1) It is the responsibility of the Mission to effect timely repayment and liquidation of advances. Ordinarily repayment of advances should be direct repayment by the employee or by offset against temporary lodging or living quarters reimbursement vouchers submitted by the employee.

(2) The amount of partial repayments will be at least equal to the amount that the employee would receive as his/her allowance for the period or the amount of the reimbursement claimed for actual temporary lodging or living expenses incurred.

(3) Repayment transactions are posted to general ledger and subsidiary records by the Mission Controller's Office so that outstanding advances will be currently stated.

14D. Payments for Home Service Transfer Allowance and Foreign Transfer Allowance

1. Purpose

Foreign Service employees are entitled to receive a Home Service Transfer Allowance (**HTSA**), when being transferred to a foreign post from the United States or from one foreign post to another foreign post. These allowances are described in Chapter 200, Standardized Regulations (**Government Civilians, Foreign Areas.**) Employees may obtain an advance of these allowances in AID/W or in the Mission. Both the HSTA and the FTA without exception are charged to Mission budget allowances. (**Personal**

Services and Benefits - Other, Object Classification 129.)

2. Proposed System and Procedures

a. Advances Made in AID/W

(1) Foreign Transfer Allowance (Predeparture)

(a) **Approval.** Employee submits an Application for Advance of Allowances (see Attachment 14F for format) to the authorizing office, M/PM/PO/OS, requesting an advance. If approved, M/PM/PO/OS computes the amount of the advance and advises the Executive Office of the appropriate USAID (**Mission providing funding**) that the employee received an advance and the amount. This information should be available in the employee's personnel folder at the receiving USAID for reference when the employee submits his/her Form 1190, Foreign Allowance Application, Grant, and Report.

(b) **Payment.** The approved Application or Advance of Allowances is sent to M/FM/ESD for processing and scheduling for payment. An AOC for the amount of the advance is sent to the USAID which is providing funding for the employee.

(c) **Control.** Upon receipt of the AOC, the USAID Controller's Office records the advance in its Advance Ledger and reports the amount on Line B-4 of the monthly U-101 Report.

(d) **Liquidation.** When receiving the advance, the employee is advised that a Form 1190 (**Attachment 14G**) with appropriate receipts, must be submitted to the USAID Executive Office to liquidate the advance. The USAID Controller's Office will take follow-up action based on USAID policy to ensure prompt liquidation of advances. Upon submission of the Form 1190, the USAID Executive Office computes the total allowance entitlement, less the amount of the advance and approves payment. The approved Form 1190 is sent to the Controller's Office which verifies the claim and determines that the advance was deducted from the total allowance entitlement, schedules the Form 1190 for payment, and liquidates the advance. Since certain portions of the allowance are limited to the amount actually spent by the employee as substantiated by receipts submitted with the Form 1190, it is possible that an employee may receive an advance in excess of the allowance entitlement. In this case, a Bill for Collection in the amount of the excess payment is issued to the employee. If the employee's expenses are the same amount as the advance, a **no pay** Form 1190 is prepared by the USAID Executive Office and processed by the Controller to liquidate the advance. Payment of the allowance is charged to the USAID operating expense budget allowance.

(2) Home Service Transfer Allowance

(a) **Approval.** FM/SSD. Employee submits an Application for Advance of Allowances (**see Attachment 14F**) to the authorizing office, M/PM/PO/OS, requesting an advance. If approved, M/PM/PO/OS computes the amount of the advance.

(b) **Payment.** The approved Application for Advance of Allowances is sent to M/FM/ESD for processing and scheduling for payment.

(c) **Control.** M/FM/ESD will control the advance until it is cleared by submission of the Form 1190 by M/PM/PO/OS to M/FM/ESD.

(d) **Liquidation.** When receiving the advance, the employee is advised that a Form 1190 (**Attachment 14G**) with appropriate receipts, must be submitted to M/PM/PO/OS to liquidate the advance. Upon submission of the Form 1190, M/PM/PO/OS computes the total allowance entitlement, less the amount of the advance and approves payment. The approved Form 1190 is sent to M/FM/ESD which pays the claim based on Personnel certification and determines that the advance was deducted from the total allowance entitlement, includes the net amount in the bi-weekly salary payment to the employee, and liquidates the advance. M/FM/ESD then requests M/FM/CAD to send an Advice of Charge (**AOC**) to the losing Mission for the total amount of the Home Service Transfer Allowance.

b. Advances Made by USAIDs

(1) Foreign Transfer Allowance. From the U.S. to a Foreign Post

(a) **Approval.** Employee submits an Application for Advance of Allowances to the USAID Executive Office for approval. If approved, the amount of the advance is computed and the Application is sent to the USAID Controller's Office for processing.

(b) **Payment.** The approved Application is reviewed and scheduled for payment by the USAID Controller's Office.

(c) **Control.** When payment is made, the amount of the advance is recorded in the Advance Ledger. A copy of the Application is retained and serves as a subsidiary record supporting the total amount of allowance advances.

(d) **Liquidation.** Same as for 2a(1d) above.

(2) Foreign Transfer Allowance - From One Foreign Post to Another Foreign Post

(a) **Approval.** Employee submits an Application for Advance of Allowances to the USAID Executive Office for approval. If approved, the Executive Office computes the amount of the advance and advises the Executive Office of the USAID to which the employee is being transferred that the employee received and advance, and the amount. This information should be available at the receiving USAID for reference when the employee submits his/her Form 1190.

(b) **Payment.** The approved Application is sent to the Controller's Office for processing and scheduling for payment. After payment, an AOC for the amount of the advance is sent to the USAID to which the employee is being transferred.

(c) **Control.** Upon receiving the AOC, the USAID Controller's Office records the advance in the Advance Ledger and reports the amount on Line B-4 of the monthly U-101 Report.

(d) **Liquidation.** See Section 2a(1d) above.

(3) Home Service Transfer Allowance

(a) **Approval.** Employee submits an Application for Advance of Allowances to the USAID Executive Office. If approved, the amount of the advance is computed and shown in the Departure Notice cable which is sent to AID/W, M/PM/PO/OS, since the amount of the advance received by the employee should be available for reference

in the employee's personnel folder in AID/W when the employee submits his/her Form 1190 (see (d) below).

(b) Payment. The approved Application for Advance of Allowances is sent to the USAID Controller's Office for processing and scheduling for payment.

(c) Control. When payment is made, the USAID Controller's Office will record the advance in an Advance Ledger.

(d) Liquidation. When receiving the advance, the employee is advised that a Form 1190 supported by receipts should be submitted within 45 days of the effective date of transfer to AID/W and, further, that the advance automatically will be deducted from the employee's salary if it is not liquidated by submitting a Form 1190 within 120 days of the employee's effective date of transfer to AID/W. In conforming to the above requirements, the employee submits the Form 1190 to M/PM/PO/OS which computes the total allowance amount, less the advance, and approves payment of the allowance. The approved Form 1190 is sent to M/FM/ESD for processing. M/FM/ESD includes the net amount in the bi-weekly salary payment to the employee as evidenced on the employee's Statement of Earnings and Leave. After the allowance is paid to the employee, M/FM/ESD notifies M/FM/CAD which sends an Advice of Charge to the losing Mission for the amount of the allowance paid to the employee. Upon receipt of the AOC, the advance is cleared and the total amount of the Home Service Transfer Allowance is charged to the Mission operating expense budget allowance.

14E. Advance of Pay for Overseas Assignment

1. Purpose

This section provides the policy and procedures governing advances of pay upon the assignment of an employee to a post in a foreign area.

2. Authority

5 U.S.C. 5927, as established by the Foreign Service Act of 1980, P.L. 96-465, dated October 17, 1980, provides as follows:

Up to three months' pay may be paid in advance to an employee upon the assignment of the employee to a post in a foreign area.

3. Definitions

a. Foreign area means any area (including the Trust Territory of the Pacific Islands) situated outside the United States, the Commonwealth of Puerto Rico, and the possessions of the United States.

b. Post means the place designated as the official duty station of the employee, regardless of whether he/she is detailed elsewhere or resides at another place with the authorization or approval of the head of the Agency.

c. Employee means an individual employed in the civilian service of a government agency (including Chiefs of Mission, and members of the Foreign Service of the United States) who is:

- (1) a citizen of the United States;
- (2) officially assigned to a foreign area as defined above;
- (3) receiving basic compensation and

(4) eligible for allowances or differentials.

d. Pay means current salary at time of request, i.e., the base pay of an employee exclusive of all allowances, differentials, or other additional compensation minus mandatory deductions (**e.g., Federal taxes, retirement**) covering a biweekly pay period.

e. Up to three months means not more than six biweekly pay periods, regardless if one month has three pay dates.

4. General Procedures

a. Requesting an Advance of Pay

(1) An employee should submit the Form AID 760-42, **Application for Advance of Pay for Overseas Assignment (see exhibit)**. The application may be initiated upon receipt of travel orders, but

(a) not more than 45 days prior to the employee's departure to post or

(b) not more than 60 days after arrival at the overseas assignment.

(2) The application will be signed by the employee.

(3) Social security number and the travel order number must be supplied.

(4) A copy of the travel orders assigning the employee to a post in a foreign area and a copy of the latest Statement of Earnings and Leave must be attached. In cases where travel orders are not received 45 days prior to planned departure, the employee in AID/W should contact M/PM/OS (**or at a post the post's executive officer**) to obtain the travel authorization number.

(5) The application will contain the following statement:

Repayment of this advance is to be made by payroll deductions. The full advance will be repaid in no more than 18 day periods. I will maintain other voluntary deductions such as allotments in amounts so as not to delay repayment of this advance.

(6) Employees may elect to repay in less than 18 pay periods.

(7) Employees transferring from Washington (**domestic assignment**) or from one foreign post to a new foreign post will submit the required documentation to AID/W, M/FM/ESD, SA-12.

b. Calculation of Advance of Pay

The maximum of pay for which an employee is eligible is calculated on the basis of the employee's base biweekly **salary minus mandatory deductions provided repayment schedule can be met**. The following are shown as examples:

| | Employee X | Employee Y |
|--|------------|------------|
| (1) 80 hours base pay (excludes differentials, allowances and premium pay) | \$ 1,100 | \$ 1,100 |
| (2) Less mandatory deductions retirement, Federal income | | |

| | | |
|--|-------|-------|
| tax, life insurance, etc.) | - 350 | - 350 |
| (3) Net pay before all allotments | 750 | 750 |
| Note: Ceiling of advance would be 6 times \$750 or \$4,500. | | |
| (4) Voluntary allotments on file | - 100 | - 550 |
| (5) Net pay | 650 | 200 |

(a) In above examples, ceiling for advance of pay for both employees would be based on 6 times 3 (**6 times \$750 = \$4,500**). Employees may request an advance of less than ceiling. Repayment of total advance must be made in 18 pay periods or less. The following illustrative schedule shows advance and biweekly repayment an employee may consider provided repayment schedules can be met.

Examples of Request/Repayment Schedule

| Amount of Advance of Pay Request | Biweekly Repayment Schedule Over 18 Pay Periods |
|---|--|
| \$ 4,500 | \$ 250 |
| 4,050 | 225 |
| 3,600 | 200 |
| 3,150 | 175 |
| 2,700 | 150 |
| 2,250 | 125 |
| 1,800 | 100 |
| 1,350 | 75 |

(b) Repayment may be scheduled in less than 18 pay periods.

(1) Employee X could receive a maximum advance of \$4,500. Repayment over 18 pay periods would be at the rate of \$250 per pay period. (**Employee X can easily support repayment from take home pay line (5)**).

(2) Employee Y who maintained voluntary allotments of pay (**line 4**) totaling \$550, may not request an advance that would exceed repayment ability of \$200 per pay period (**line 5**). Schedule above shows advance of \$3,600 carries repayment schedule of \$200 biweekly over 18 pay periods which would be ceiling employee Y could request. However, if employee Y elects to reduce voluntary allotments, a higher advance could be requested up to ceiling of \$4,500 (**same as employee X**).

c. Processing an Advance of Pay Application

ESD will examine the documents to verify completeness and correctness of the data in the application including computation of the advance, payback and the accounting data. If a copy of the travel orders is not attached, ESD will contact M/PM/OS for employees in AID/W or the post's executive officer for employees transferring from the post to verify the authorization number and the date of departure. Upon completion of the verification process, the advance will be added to the net pay of the employee in the next full payroll cycle.

d. Requesting Advance Prior to Liquidating a Current Advance of Pay

An employee who has an outstanding balance from a prior advance of

pay may be issued a new advance if he/she is reassigned to another post in a foreign area prior to repaying in full the previous advance of pay. However, the new amount advanced will be reduced so that is plus the amount still outstanding does not exceed six pay periods of the current net pay.

e. Controlling the Advance

The Office of Financial Management will be responsible for establishing accounts receivables on the basis of disbursements supported by a signed copy of the request.

5. Collecting Advance of Pay

a. Advance pay is collected through biweekly deductions from the employee's salary. The deduction from salary will begin on the pay day which falls during the second full pay period following the pay period in which the advance check is issued. There shall always be one full pay period between the pay period in which the check is issued and the pay period in which the first deduction occurs and in no case will the deduction begin earlier than 24 days from the date of issuance of the check for the advance.

b. Deduction from employee's salary for advance of pay are credited to the advance pay account (**appropriation, allotment, travel authorization number and social security number**).

c. Should cancellation of the assignment occur at the convenience of the employee, he/she must immediately repay the entire amount of the unpaid balance. If cancellation is at the convenience of the Agency the employee repays the advance over the normal repayment schedule. (**For transfer to new post, see Section 4d**).

d. In the case of non-issuance of a paycheck, a retroactive salary payment will be made. The deduction made for each pay period included in the retroactive salary payment shall not exceed the normal payback amount. In the event that the advance is not deducted, the nondeducted amount will be viewed as an overpayment and collection will be made in accordance with Comptroller General decisions and operative Agency regulations.

e. In accordance with the order of precedence for payroll deductions prescribed by the General Accounting Office, advance of pay is considered to be an indebtedness due the United States Government and deductions therefore precede state income tax and all voluntary deductions, including allotments and assignments of pay.

6. Discrepancies in Advance of Pay Accounts

Since these are centrally controlled accounts any inquiries concerning a discrepancy in collection or account balance should be directed to PFM/FM/CMP/OE for response. After review of the account PFM/FM/CMP/OE will adjust or instruct PFM/FM/CARD to made adjustments as appropriate.

7. Collecting Advance Pay Under Default

a. In the event of default by the employee, the uncollected balance of advance pay is subject to provision of:

- (1) Federal Claims Collection Act of 1966, (**31 U.S.C. 952**).
- (2) Treasury Fiscal Requirements Manual (**TFRM**), 6-8020.20, that provides for assessing interest and/or **charge for late payment** where repayment is not made in accordance with terms of the arrangement.

b. Also a Form W-2, Wage and Tax Statement, for the uncollected balance of the advance will be issued to the employee at end of the tax year. No Federal or State income tax will be withheld on this balance.

14F. Relocation Income Tax (RIT) Allowance

Employees who are transferred from one station to another for permanent duty normally incur moving expenses. Whenever certain of these travel and transportation expenses are repaid to the employee by the government, the reimbursement is considered as income, which must be taxed. Employees can be reimbursed for substantially all of the additional federal, state, and local income taxes incurred by the employee (**or by the employee and spouse if a joint return is filled**) resulting from relocating. The reimbursement for taxes paid is called the Relocation Income Tax (RIT) allowance.

Refer to the Federal Travel Regulations in AID Handbook 22, Chapter 10 for clarification of eligibility and the applicable regulations and procedures.

ATTACHMENT 14A

**REQUEST FOR MAILING SALARY CHECK(S)
(AID-7-222)**

(Electronic version of this form is not available at this time.)

ATTACHMENT 14B

AGENCY FOR INTERNATIONAL DEVELOPMENT
RETURN OF UNDELIVERABLE CHECK(S)
(AID-7-232)

(Electronic version of this form is not available at this time.)

ATTACHMENT 14C

REQUEST BY EMPLOYEE FOR PAYMENT OF SALARIES OR WAGES
BY CREDIT TO ACCOUNT AT A FINANCIAL ORGANIZATION
(SF 1189)

(Electronic version of this form is not available at this time.)

ATTACHMENT 14D

**EMPLOYEE ACCOUNTABILITY CLEARANCE
FOR SEPARATION/TRANSFER
(AID 7-47A)**

(Electronic version of this form is not available at this time.)

ATTACHMENT 14E

REQUEST FOR ADVANCE PAYMENT TEMPORARY LODGING OR LIVING QUARTERS ALLOWANCE

MISSION _____ DATE _____

Request No. 68-1

1. I hereby request an advance payment of _____ (**type of allowance**) in the amount of _____ (**local currency units**), (**local currency name**), U.S.-dollar equivalent of \$ _____, covering the period from _____ through _____ to be repaid through payroll or voucher deductions, as appropriate. In the event of my subsequent separation or transfer, I agree to refund to AID the unearned balance of this advance. Advance payment, if made from appropriated funds, will be stated in dollars and although paid in local currency, full dollar repayment will be made even though rates of exchange may fluctuate between the time of the advance and time of repayment.

2. This advance is requested in order that I may make an advance payment of rent in the amount of _____ (**number of units**) (**currency name**) as required by the lessor, and because I would suffer a hardship if I were required to pay the advance rent from personal funds.

3. I understand that even though I will continue to be subject to any increases and decreases in the _____ (**type of allowance**) rate, such increases and decreases will have no effect whatsoever on the amount of the advance payments which I receive, nor on the period within which repayment of the advance, as stipulated above, must be made.

(Typed or printed name)

(Signature)

* * * * *

APPROVAL OF ADVANCE PAYMENT OF ALLOWANCE

TO: (The paying office)

The above applicant's request for advance payment of _____ (**type of allowance**) has been reviewed. Advance payment is required by local custom and payment of the advance from personal funds would place an undue hardship on the employee.

Approval is hereby granted for the advance payment of _____ (**local currency units**) (**currency name**), U.S.-dollar equivalent of \$ _____, repayment of which is to be made by deductions of equal amounts each pay period beginning _____ (**date**) and ending _____ (**date**). The employee understands that he/she is to make full repayment in the currency of the fund account charged with the advance.

(Typed name and title)

(Signature)

(SEE REVERSE FOR RECORD OF ADVANCE AND REPAYMENT.)

ATTACHMENT 14E (con't)

RECORD OF ADVANCE AND REPAYMENTS

(To be maintained in dollars, except when advance is made from Local
Currency Accounts.)

| Date | Reference | Advance | Repayments | Balance |
|------|-----------|---------|------------|---------|
|------|-----------|---------|------------|---------|

ATTACHMENT 14F

APPLICATION FOR ADVANCE OF ALLOWANCES

Account No. _____

Appropriation _____

Name of Applicant: _____

Post of Assignment: _____

An advance of allowance for _____ (indicate whether Foreign Transfer or Home Service Transfer Allowance) is hereby requested. I understand that a Form 1190 accompanied by appropriate receipts must be submitted to liquidate this advance.

Mail check to _____

Date _____
(Signature of Applicant)

An advance in the amount of \$ _____ is hereby approved.

(Date) (Signature and title of approving officer)

ATTACHMENT 14G

FOREIGN ALLOWANCES APPLICATION, GRANT, AND REPORT

(Electronic version of this form is not available at this time.)

ATTACHMENT 14H

UNIFORM STATE/AID/ICA REGULATIONS

366.3 (Unassigned)

366.4 Encashment of Consolidated Local Currency Payroll Check

In those countries in which a USDO is not assigned and acceptance of individual local currency salary checks by local employees is not permissible, a consolidated payroll check or checks may be requested, with complete justification, from the automated center responsible for preparing the payroll for the post. The consolidated check is issued in the local currency amount equal to the total of the net pay of all local employees listed on a payroll and is payable to the State Department Class B Cashier at the post. Each check is inscribed, under purpose for which drawn, with the phrase **Purchase of Payroll Currency**. The check is forwarded by the payroll center to the post with a copy of the payroll list reflecting the names of the local employees and the net salary amount due each employee.

After receipt of the check but not until payment is to be effected, the Class B Cashier endorses and cashes the check at the local depository. The amount of the cash is then entered on the Form DS-1694, Exchange Transaction Record, as both a local currency receipt and a local currency payment. On the same line in the signature column, the remark **See Payroll List No.____ attached** is shown. The signature of each employee is obtained on the payroll list as each payment is effected by the cashier and when all payments have been made or accounted for, the payroll list is attached to the DS1694 as a matter of record.

If an amount is not due or cannot be paid to an employee within fourteen calendar days after the pay day, it is recorded on an OF-158 (**formerly FS-459**), which is processed as a collection (**refund**) from the employee and the fiscal data applicable to the payroll list are cited. The OF-158 number and date are recorded on the payroll list in lieu of the employee's signature. An extra copy of the OF-158 is forwarded by the post's payroll liaison office to the payroll center.

Within fourteen calendar days after each pay day, the Budget and Fiscal Officer, Administrative Officer, or Principal Officer, as available, determines that all signatures and collections of payroll monies are appropriately recorded and that the payroll action for the preceding pay day is completed. The officer also signs the signature column of the exchange record, on the line on which the applicable payroll list is recorded, as verifier of the completed action.

The recording of the payroll total on the accommodation exchange record will simultaneously increase and decrease the cashier's advance producing a net effect of zero on the advance total. At the same time, an official record is available by which the cashier records disposition of the proceeds of the consolidated check received from the payroll center.

This procedure should be avoided if at all possible, however, and individual checks should be used for payment of local employee salaries. See section 573.

367 Recording Accommodation and Official Exchange Transactions

367.1 Exchange Transactions Record

A complete record of all exchange transactions, official as well as accommodation, is maintained on DS-1694, Exchange Transactions Record, by

USDOS and authorized cashiers. The record serves to identify persons using the facility, and to identify negotiable instruments in cases of loss in transit, return due to insufficient funds, etc.

The DS-1694 is maintained in the format illustrated in Exhibit 367.1. The form is reproduced locally. Separate records are maintained for each kind of foreign currency at posts dealing in more than one foreign currency.

Exchange transactions are reported on OF-234 (**formerly FS-544**), Exchange Transactions Voucher, by type of exchange performed (**see Exhibit 367.3-2**). Separate DS-1694s are maintained when necessary to meet this reporting requirement.

367.2 Accountability Record

Amounts recorded as receipts and payments on the DS-1694 maintained by USDOS are totaled and posted daily to OF-209 (**formerly FS-465**), Accountability Record. Treasury checks issued for exchange transactions are entered as a receipt on the OF-209 as part of the daily **Treasury checks issued** entry.

Amounts reported as receipts and payments by cashiers on OF-234 (**see section 367.3**) are recorded by the USDO on the OF-209 immediately upon receipt from the cashier. The USDO inserts on the OF-234 the number and date of the Deposit Ticket (**SF-215**) with which the dollar instruments are transmitted for deposit.

367.3 Exchange Transactions Voucher

367.3-1 General

Exchange transactions are vouchered on OF-234 (formerly FS-544), Exchange Transactions Voucher. The OF-234 is used both as an individual report of exchange activities by cashiers and the USDO, and as a consolidated report by the USDO of all exchange activities within the country for the accounting period.

367.3-2 Individual OF-234

The cashier prepares an individual OF-234 whenever an OF-205 (**formerly FS-453**), Statement of Operating Cash Advance and Replenishment Voucher, or comparable form is prepared to request replenishment for exchange transactions. The totals on the OF-234 must agree with the totals on the DS-1694.

The USDO prepares an individual OF-234 at the end of each reporting period. The totals on the OF-234 must agree with the totals on the DS-1694. When the USDO's exchange transactions are the sole exchange transactions within the country for the month, the USDO checks the **Consolidated** block on the OF-234, not the **Individual** block.

For the preparation of the individual OF-234, see Exhibit 367.3-2.

367.3-3 Consolidated OF-234

At the end of each reporting period the USDO prepares a consolidated OF-234, by category, covering all exchange transactions reported on individual OF-234s prepared by the USDO and by cashiers. The totals on the consolidated OF-234, both category and grand totals, must agree with the total amounts reported on the individual OF-234s, and on the OF-209 (**formerly FS-465**). Entries for section 5, line (A)(2), **Official (commercial) exchange**, must be supported by a bank receipt or Form OF-176 (**formerly FS-92**) (**see section 332.2-3a**).

The consolidated OF-234 is prepared in an original and one copy, with the **Consolidated** block checked in section I of the form. The original, with official (**commercial**) exchange documentation attached, is submitted to the Department of the Treasury with the SF-1218, Statement of Accountability (**see Exhibit 313.2(p. I)**). The copy, with the individual OF-234s attached, is filed in the USDO's monthly account file.

367.4 Exchange Transaction at Non-USDO Post Requiring the Issuance of a U.S. Treasury Check

367.4-1 General

When a person is authorized to receive U.S. dollars in exchange for foreign currency (**see section 365 and 366.2**), and the person wishes, or is required, to receive a Treasury check, and there is no USDO assigned to the post, special handling is required by the cashier and the USDO.

367.4-2 Action by Cashier

The cashier accepts the local currency, and issues a receipt on OF-158 (**formerly FS-459**), General Receipt, in accordance with Exhibit 367.4.

Where a local depository bank account exists, the cashier deposits the local currency and obtains a certified deposit slip for the exact amount of the OF-158.

The collection is reported to the USDO on a OF-208 (**formerly FS-458**), Statement of Collections. Since accommodation exchange transactions are to be processed immediately, a special OF-208 may be required. The collection is reported in section I, item 3, and section II, as a separate item, identified as **Accommodation Exchange**. The OF-208 is supported by one copy of the OF-158, the certified deposit slip, check, or cash, as applicable, and when the accommodation exchange requires special approval, by the authorization therefor. The OF-208, with attachments, is mailed to the USDO by the fastest safe means.

One copy of the OF-158 is attached to the post copy of the OF-208.

The cashier does not enter the transaction on DS-1694 or OF-234.

367.4-3 Action by USDO

The USDO verifies the OF-208, and attachments. If a deposit slip is attached, it is posted to the USDO's bank book.

The USDO enters the OF-158 on DS-1694, Exchange Transactions Record, at the exchange rate shown on the OF-158, with the description being See attached OF-158. The Treasury check is issued, entered as a receipt on the OF-209 as part of the daily **Treasury checks issued** entry, and mailed to the payee at the address shown on the OF-158. The OF-158 is attached to the DS-1694.

ATTACHMENT 14H (con't)

UNIFORM STATE/AID/ICA REGULATIONS

EXCHANGE TRANSACTIONS RECORD
(DS-1694)

(Electronic version of this form is not available at this time.)

ATTACHMENT 14H (con't)

UNIFORM STATE/AID/ICA REGULATIONS

EXCHANGE TRANSACTIONS VOUCHER
(OF-234 (formerly FS-544))

(Electronic version of this form is not available at this time.)

APPLICATION FOR ADVANCE OF PAY
FOR OVERSEAS ASSIGNMENT

(Execute in original only and forward to AID/W, M/FM/ESD, Room 506, SA-12 for processing)

- | | |
|--|---------------------------------------|
| 1. <u>Name</u> | 2. <u>Social Security Number</u> |
| 3. <u>Mailing Address for Check</u> | 4. <u>Travel Authorization Number</u> |
| | 5. <u>Travel Authorization Date</u> |
| 6. <u>Amount of Request</u> | 7. <u>Bi-Weekly Repayment</u> |
| 8. <u>Number of Repayment Pay Periods</u> (Limited to 18 or less) | 9. <u>Place of Assignment</u> |
| 10. <u>Employee Certification:</u> | |

In connection with my assignment as shown in item 9 above, I hereby make a request for an advance of pay. **Attached are copies of my Request and Authorization of Official Travel (AID 5-8) and my most recent Statement of Earnings and Leave (AID 760-9).** I understand that not more than 6 pay periods of net pay can be requested (**ref 4 FAM 548**). Repayment of this advance is to be made by payroll deduction over a period not to exceed 18 pay periods commencing with one full pay period after receipt of funds. I will maintain other voluntary deductions such as allotments in amounts so as not to delay repayment of this advance. I certify that this request is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. In the event this assignment is terminated for personal convenience, immediate repayment of any outstanding amounts of advanced pay will be made.

Date _____

11. Falsification of any item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$ 10,000 or imprisonment for not more than 5 years, or both (18 U.S.C. 287, 1.d. 1001).

This request is certified correct and proper for payment.

Amount of Advance \$

Pay Period Processed _____

Pay Period Repayment Starts _____

AID 760-42 (5-82)